

V. Appendices

Appendix A

Description of activities

The following paragraphs outline information and involvement activities available to citizens who choose to participate in a way that best fits their level of interest.

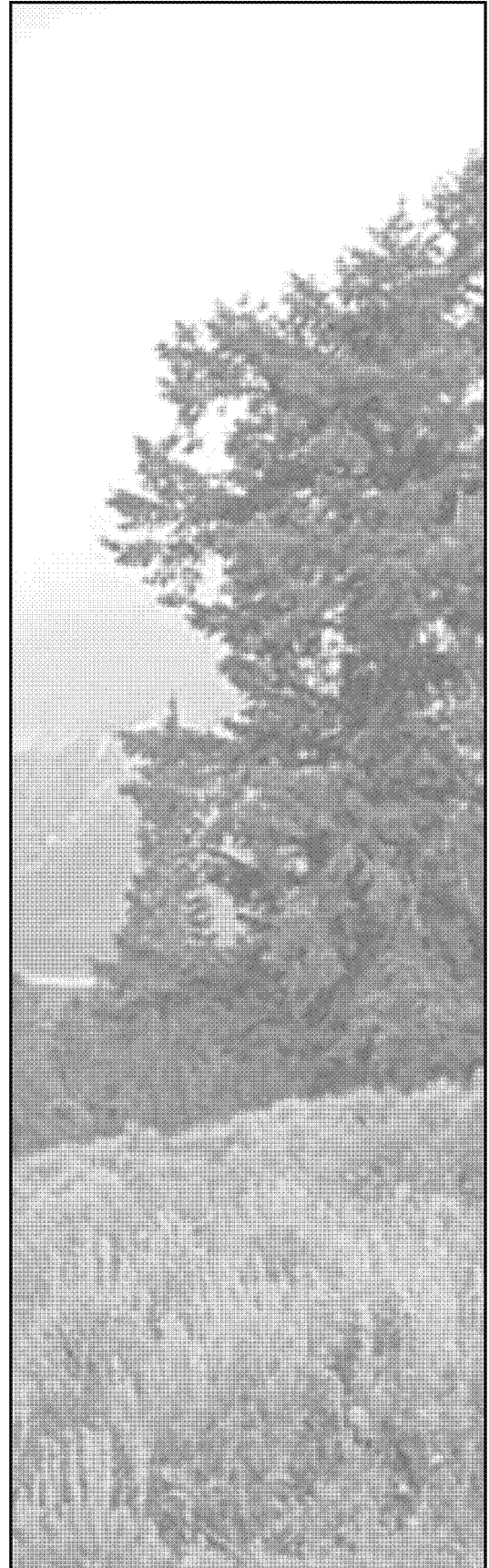
Information activities

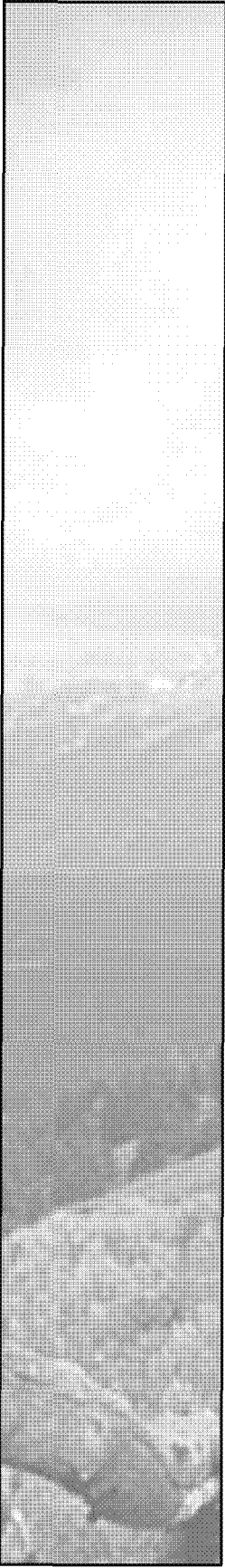
Administrative Record/INEEL Information Repositories. The Administrative Record is the collection of documents required by the Superfund law, which is used by the three agencies to select a response action. The purpose of the Administrative Record is to provide a legal basis for CERCLA remedies. The Administrative Record also provides information for public participation on remediation projects. All correspondence signed by agency project managers is included in the Administrative Record. Online versions of Administrative Record documents can be found at **<http://ar.inel.gov/>**.

Information repositories contain background information and current studies involving the INEEL, general remediation activities, technical studies, and other information that may be of interest to the public (such as press releases, fact sheets and information on public technical assistance grants).

The official Administrative Record file is maintained at the INEEL Technical Library in Idaho Falls. Documents in the INEEL Technical Library can be accessed by members of the public in the Public Reading Room at the Tingey Administration Building (formerly University Place) from 8 a.m.-5 p.m. Monday through Thursday and on alternating Fridays. More information about the INEEL Technical Library is available by phone at (208) 526-1185 or online at **<http://www.inel.gov/library/>**.

In recent years, the increasing number of volumes in this collection has resulted in problems with space allocation at some former repositories. To reduce space requirements while providing public access to the collections, information will be available at some locations but will also be available through the Internet. Based on comments by citizens who use the collections and input from librarians, several changes have been made. Administrative Record and Information Repository documents are available at the INEEL Technical Library in Idaho Falls and the Albertsons Library at Boise State University (see Appendix C, page 30, of this document for





their locations.) Interested citizens can request a document listed in the index by calling (800) 708-2680.

Fact Sheets. Fact sheets describe aspects of the cleanup program including descriptions of waste area groups, remediation projects, or cleanup technology. Fact sheets are considered supplements to the Community Relations Plan and are part of the remedial investigation/feasibility study process. They are specific to each major project. Fact sheets are also used as a method to inform the public on agency discussions about scoping for projects and alternative selection. Fact sheets may provide the public with further detail during the investigation, decision, design and remedial action phases of a cleanup project and can provide the public with an opportunity for public input to the agencies through the return of post-age-paid comment forms to DOE. Copies of these comment forms are transmitted to the state and EPA so the agencies are aware of public concern.

Postcards. Postcards are sent to citizens on the mailing list to notify them of new documents that are available, public comment periods, extensions to public comment periods, and other public participation activities.

News Releases. News releases announcing public meetings, public comment periods and current developments of cleanup projects are sent to newspapers and radio stations statewide, government agencies such as the governor's office and state offices.

Public Notices. Advertisements published in major newspapers and broadcasts via radio stations announce public participation activities such as meetings, briefings, or public comment periods on specific cleanup projects. Public notices also announce agency decisions, major project milestones and the availability of important documents.

Proposed Plans. A proposed plan is a document distributed to the public that explains the investigation of an operable unit, assesses potential health effects, presents alternatives for cleanup action and solicits public comment on a preferred cleanup alternative (the agencies are required by law to designate a preferred alternative). The plan also explains the reasoning that supports a preferred alternative. A risk assessment, using guidance from EPA, is included in the plan to inform the public of potential health or environmental risks to workers, the public or the surrounding area. A 30-day public comment period on the proposed plan is announced through mailings, media channels and personal phone calls to interested citizens. DOE provides opportunities for public meetings in the major geographic regions of the state during the 30-day comment period. The public may request an extension to the comment period.

Records of Decision. A record of decision is a document prepared by the agencies that specifies the selected remedy for a given remedial project. This decision is made after several factors, including public comments, are considered. Part of the record of decision is a responsiveness summary, which is a summary of the written and oral comments made by the public on the specific cleanup project and agency responses to those comments. If there are any significant changes, or if the selected cleanup remedy is different from the alternatives listed in the proposed plan, an explanation of significant differences is provided. The record of decision also states cleanup goals for the project, which are further refined in the remedial design phase.

Exhibits. Visual displays such as maps, charts, diagrams, or photographs may be used in an exhibit on an individual cleanup project or on any topic related to the cleanup program. Exhibits requested by the

public have been set up in public locations from time to time.

Spokesperson. A representative of the INEEL has been designated as a key contact person for media interviews. The spokesperson for the Superfund cleanup program at the INEEL can be reached at (800) 708-2680 or (208) 526-3183.

Involvement activities

Citizens Advisory Board meetings. Members of the public can attend board meetings, listen to agency briefings, and comment on any topics of concern. Public comments are included in the CAB meeting minutes. For more information on this advisory board, please call (208) 557-7832 or visit the CAB website at <http://www.ida.net/users/cab>.

Early Involvement and Scoping. In response to the public's request for earlier involvement, two mechanisms are in place. Some fact sheets are distributed to the public to update citizens as agency discussions and planning begin for proposed projects. Citizens then have the opportunity to provide input to the agencies, through postage-paid comment forms, for consideration during the scoping phase of project planning. Another mechanism in place to accommodate earlier involvement is the advisory board, which is to be involved in planning and public participation issues.

Workshops. Workshops are held to discuss topics in an informal atmosphere. Formats may include several focus groups to allow more individuals to actively participate in smaller groups. Emphasis may be given to different topics in each group allowing citizens to ask questions about specific areas of interest. This format also allows the opportunity for written and oral comment by the public.

Public Comment Opportunities. Public comment periods are designated to allow

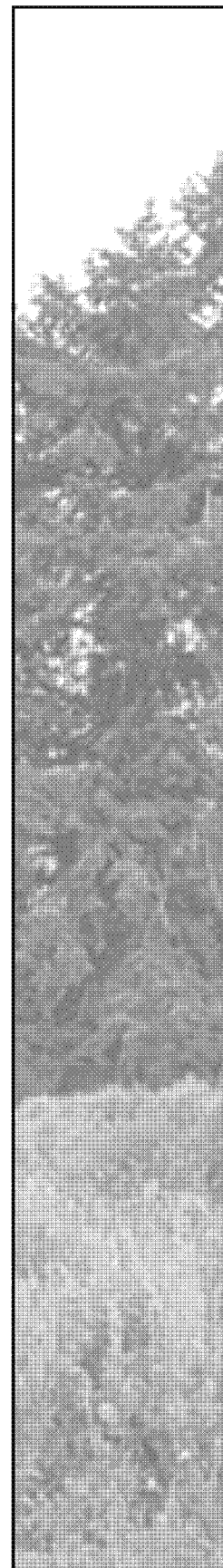
public review and comment, either written or oral, on proposed cleanup plans. Notification of comment periods is given through the news media, mailings and phone calls. A public meeting or workshop where comments are gathered from the public is often held in the middle of the public comment period. Comment periods are generally 30 days and may be extended upon request.

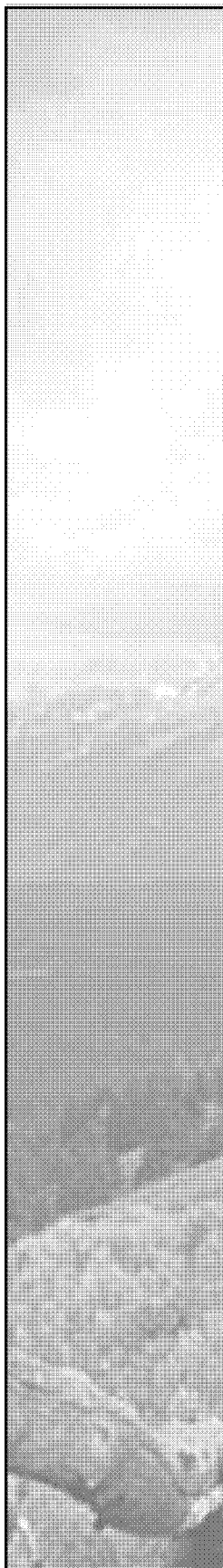
Public Meetings. Public meetings are held both to inform the public on cleanup projects and to receive oral or written comments from the public. The format for public meetings usually includes an informal open house before a presentation concerning a cleanup project, a question-and-answer session and an oral comment session for citizens. If two or three different cleanup projects are discussed, a formal comment session is held for each project. DOE has provided alternatives to evening meetings, which may include briefings with displays in malls or "brown bag" lunches with short presentations in downtown locations.

Open Houses. Open houses are often held in the same location as, and just prior to, a public meeting. They may be held in any number of locations where citizens desire an informal opportunity for one-on-one discussions about general or specific topics.

Small Group Meetings. Small groups may request meetings with agency staff. These meetings give agency staff a first-hand opportunity to gain information from interested citizens and state and local officials.

Briefings. Briefings may be requested by individuals and groups so they may gain information and give public input to agency representatives concerning cleanup projects. Topics for briefings may include discussions of current cleanup projects or the status of the overall cleanup program.





During these briefings, agency representatives from DOE, EPA and the state of Idaho are often present in person or on a teleconference call for interaction with the public. Briefings are informal and, where possible, will be held in association with other DOE meetings and activities.

Idaho Completion Project Community Relations Office. The ICP Community Relations office, located in Idaho Falls, can provide information and briefings on CERCLA cleanup topics. The Community Relations Plan coordinator is also available at this location and can provide information on all public participation activities. The Community Relations Plan coordinator can be reached at (800) 708-2680, (208) 526-3183, or campjl@inel.gov.

Telephone Contacts. Telephone calls are made to interested citizens and state and local officials concerning upcoming events, public comment periods, meetings, workshops, briefings and other public participation opportunities. The telephone contact list is expanded through activities such as briefings and meetings with citizens who express interest in advance notification and involvement in activities.

Community Interviews. Informal one-on-one interviews with local citizens, government officials, Indian tribes, community groups, media representatives and other individuals may be held to solicit public input on issues related to cleanup. These interviews can be over the phone or in person.

Presentations. Formal and informal presentations are given to civic groups, school classes and interested audiences on requested topics concerning cleanup. These presentations and interactions allow agency representatives to gain insight into public perception of the project.

Site Tours. Tours of the entire INEEL site or a specific site can be requested at other times by interested citizens, media representatives, and state and local officials. Public Affairs and technical staff are available during the tours to answer any questions.

News Conferences. Information sessions or briefings are held for news media to ensure understanding of cleanup projects and to answer questions. These news conferences are also open to the public.

Appendix B

Technical assistance grants

In 1986, the EPA established the Technical Assistance Grant Program to help citizen groups hire a technical advisor to interpret and explain Superfund remedial actions and information. Application requirements were revised in 1992, which may allow more groups to be eligible for the grant.

A grant of up to \$50,000 can be obtained. The grant may last for the life of the Superfund project. According to program guidelines, a matching share of 20 percent is required from the applicant. The matching share can be in the form of cash or in-kind services provided by members of an organization.

Groups eligible to receive a Technical Assistance Grant are those with members that may be affected by a confirmed release or threatened release of toxic wastes from a facility listed on the National Priorities List. A group applying for a Technical Assistance Grant must be nonprofit and incorporated, or working toward incorporation, under applicable state laws.

Grant funds can be used to hire a technical advisor to help the group understand existing site information or developments during the Superfund cleanup process. Information may include, but is not limited to, analytical profiles or conditions at the site, the nature of wastes involved, and types of technology available to clean up the site.

The *Superfund Technical Assistance Grant Handbook* provides more detailed information on the Technical Assistance Grant Program. The current handbook is available to the public in the INEEL Information Repositories (see Appendix C, page 30, for their locations.)

Technical Assistance Grants

Information and grant applications are available from the EPA. Contact Marianne Deppman, Technical Assistance Grant Regional Coordinator, EPA Region 10, ECO-081, 1200 Sixth Avenue, Seattle, WA 98101 (206) 553-6919.

Appendix C

List of contacts

U.S. Department of Energy Idaho Operations Office

P.O. Box 1625
Idaho Falls, ID 83415-3911
(800) 708-2680.

Kathleen E. Hain, Lead
DOE Environmental Restoration Program
(208) 526-4392
hainke@inel.gov

Wendy Dixon, Environmental Restoration
DOE Naval Reactors Facility
(208) 533-5294
dixonwr@bettis.gov

Greg Bass, Environmental Engineer
DOE Argonne Area Office-West
(208) 533-7184
greg.bass@anlw.anl.gov

Community Relations Plan

Joseph Campbell
Community Relations Plan Coordinator
(208) 526-3183
campjl@inel.gov

INEEL Citizens Advisory Board

<http://www.ida.net/users/cab>
c/o North Wind, Incorporated
P.O. Box 51174
Idaho Falls, ID 83405
(208) 557-7832

Idaho Department of Environmental Quality

<http://www.deq.state.id.us/>

Daryl Koch, Acting Project Manager
INEEL Cleanup Project
Department of Environmental Quality
1410 N. Hilton
Boise, ID 83706
(208) 373-0285
dkoch@deq.state.id.us

INEEL Oversight Program

<http://www.oversight.state.id.us/>
Jaime Fuhrman, Public Information Officer
1410 N. Hilton
Boise, ID 83706
(208) 373-0519
jfuhrman@deq.state.id.us

U.S. Environmental Protection Agency

<http://www.epa.gov/region10/>

Nicholas Ceto, Project Manager
INEEL Cleanup Project
U.S. EPA Region 10
712 Swift Blvd.; Suite 5
Richland, WA 99352
(509) 376-9529
ceto.nicholas@epa.gov

Kathleen Veit, Unit Manager
Community Relations and Outreach Unit
PA Region 10, ECO-081
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1352
veil.kathleen@epa.gov

Marianne Deppman
Technical Assistance Grant Regional Coordinator
EPA Region 10, ECO-081
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-6919
deppman.marianne@epa.gov

INEEL Information Repositories

The INEEL Administrative Record

<http://ar.inel.gov>

INEEL Technical Library

<http://www.inel.gov/library>

1776 Science Center Drive
Idaho Falls, ID 83415
(208) 526-1185

Public Reading Room Hours

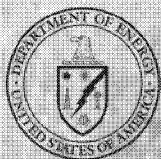
Hours: 8:00 a.m. – 5:00 p.m.
Monday – Thursday
8:00 a.m. – 5 p.m.
Every other Friday

Albertsons Library

<http://library.boisestate.edu/>

Boise State University
1910 University Drive
Boise, ID 83725
208-426-1625

Hours: 7:30 a.m. – 11 p.m.
Monday – Thursday
7:30 a.m. – 6 p.m. Friday
10 a.m. – 6 p.m. Saturday
10 a.m. – 11 p.m. Sunday



GA02-51126-01